

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, January 6, 2025 6:00 p.m.

ALC

REORGANIZATIONAL BOARD MEETING

I. CALL TO ORDER REORGANIZATIONAL BOARD MEETING AND PLEDGE OF ALLEGIANCE - Chairperson Aimee Struffert

II. ROLL CALL - CLERK Those present: _____ Those absent: _____ Voting Rotation: Jennifer Corrow, Jere Day, Caity Eggen, Samantha Lange, Sara Larsen, Nathan Neuhart, Aimee Struffert

III. APPROVAL OF AGENDA

IV. REORGANIZATION OF THE SCHOOL BOARD

A. Election of School Board Officers

Chairperson (The new chair will preside over the meeting once he/she is elected)

Vice Chairperson

Clerk

Treasurer

2024 Officers:

Chairperson: Aimee Struffert

Vice Chairperson: Sara Larsen

Clerk: Jennifer Corrow

Treasurer: Jere Day

Discussion

The result of whom you vote for is part of the public record. Nominations are in order followed by an open vote in accordance with MN §13D.01, Subd.4.

B. Board Compensation and Expenses

Last year the board member meeting compensation was set at \$60.00 for meetings under 4 hours and set at \$90.00 for meetings in excess of 4 hours per day with no annual pay for officers.

Discussion

A motion is in order to approve the rate of pay at.....

C. Designate Official Newspaper

In the past, the Union-Times has been designated as the newspaper for all official school business. A summary of board minutes has been published in the Union-Times each month after the board meeting. The official minutes are approved at the next regular school board meeting.

Discussion

A motion is in order naming the Union-Times as the official newspaper.

D. Designate the School Attorney and Authorize the Superintendent and Board Chair as Contacts

The firm of Kennedy-Graven has been legal counsel for the district.

Discussion

A motion is in order to approve _____ as legal counsel for the district and authorizing the superintendent and board chairperson as contacts.

E. Resolution Authorizing Superintendent/Business Manager to Sign Purchase Agreements for 2025

MN §123B.52, Subd. 2 permits the board to pass a resolution authorizing the Superintendent and the Business Manager to sign purchase orders and certain contracts. Otherwise, all orders would have to be signed by the Board Officers. It is recommended by administration that the following resolution be passed:

“The Board of Education for Independent School District #912 hereby authorizes the Superintendent of Schools and the Business Manager to sign contracts and purchase orders for goods and services contained within the board approved budget. Nevertheless, specific board authorization and compliance with bid requirements are required for transactions in amounts greater than the minimum amount for which bids are required.”

Discussion

Administration recommends adopting the Resolution Authorizing Superintendent/Business Manager to Sign Purchase Agreements for 2025.

A motion is in order to adopt the resolution Authorizing Superintendent/Business Manager to Sign Purchase Agreements for 2025.

F. Designate First National Bank as Local Depository for School Funds and Minnesota School District Liquid Asset, MN Trust/PMA, and Wells Fargo as Secondary Depository.

Discussion

A motion is in order to designate First National Bank as the local depository for school funds and Minnesota School District Liquid Asset, MN Trust/PMA, and Wells Fargo as secondary depository.

G. Authorize Transfer of Funds for 2025

Administration requests the approval of the following individuals to be given the authority to transfer funds as listed below:

1. Authority to transfer MSDLAF Plus Funds and MN Trust/PMA funds:
Business Manager
Superintendent
2. Authority to transfer funds between local banks:
Business Manager
Superintendent
School Board Chair
School Board Treasurer
School Board Clerk

Discussion

Administration recommends approving the listed individuals be given the authority to transfer funds for 2025.

A motion is in order to approve the listed individuals be given the authority to transfer funds for 2025.

H. Approval of Agenda Format/Consent Agenda for Board Meetings

Please review the agenda and the consent agenda format.

Discussion

A motion is in order to adopt the agenda and consent agenda format

I. Committee Assignments

The Board Chair has the right to assign committee members. The following are the present committees the board has established as standing committees. Please express your preferences to the Chair. The committee lead is listed in bold and underlined.

Committee Name	2024 Committee Members
Building and Grounds	<u>S. Larsen</u> , S. Lange, A. Struffert, Supt, Facility Mgr
Finance Committee	<u>J. Day</u> , C. Eggen, S. Larsen, Business Mgr, Supt
Negotiations Committees	
• Teacher Negotiations	<u>A. Struffert</u> , S. Lange, C. Eggen Supt
• Clerical and District Office	<u>A. Struffert</u> , S. Larsen, J. Corrow, Supt
• Paraprofessional	<u>J. Day</u> , S. Larsen, N. Neuhart, Supt
• Food Service	<u>J. Corrow</u> , J. Day, S. Lange, Supt
• Custodial	<u>S. Larsen</u> , A. Struffert, C. Eggen, Supt
• Admin, AD, Business Mgr, Technology, Supt, Food Service Mgr, Facility Mgr, Principals, CE Director	<u>A. Struffert</u> , J. Day, N. Neuhart, Supt
Transportation Committee	<u>J. Corrow</u> , S. Lange, Supt
Superintendent Evaluation	<u>A. Struffert</u> , S. Larsen, S. Lange
Policy Committee	<u>N. Neuhart</u> , J. Corrow, C. Eggen, Supt
Teacher Meet and Confer	<u>C. Eggen</u> , J. Day, N. Neuhart, Supt
Board Representatives/Agencies	2024 Representative
Employee Relations	<u>J. Day</u> , C. Eggen, N. Neuhart, Supt
<i>This committee maintains School Board functions/oversight related to employee relations outside of contract areas. The portfolio of responsibility includes the following previous committees and/or Board Member assignments: Wellness, Staff Development, Health, Teacher Development & Evaluation, and Insurance/Benefits</i>	

Student Achievement	A. Struffert , J. Corrow, N. Neuhart, Supt
<i>Maintains board oversight and involvement in the following areas: World's Best Workforce, Curriculum, Title, Assessment, Rum River Cooperative, ECMECC, ALC, and CTE</i>	
Community Relations	S. Lange , S. Larsen, C. Eggen, Supt
<i>Maintains board oversight and involvement in the following areas: Drug Free (Community Coalition), Community Ed Advisory, SEE, PTO, Milaca Scholarship Foundation, Rum River Community Foundation, Economic Development Commission. This committee also represents the board on things such as Chamber, public relations, etc.</i>	
Calendar Committee	J. Day, A. Struffert, Supt
<i>Calendar committee advises administration who make the final recommendation for board approval.</i>	
MSHSL Representative	N. Neuhart

J. Schedule Regular Board Meeting Dates

You have established the third Monday of each month at 6:00 pm as your official meeting date and time and the first Monday of each month at 6:00 pm as a Committee of the Whole meeting. Here is a tentative meeting calendar.

Mon. Jan. 6, 2025	6:00 p.m.	Reorganizational meeting
Tues.. Jan. 21, 2025	6:00 p.m.	Regular meeting
Tues. Feb. 18, 2025	6:00 p.m.	Regular meeting
Mon. Mar. 17, 2025	6:00 p.m.	Regular meeting
Mon. April 21, 2025	6:00 p.m.	Regular meeting
Mon. May 19, 2025	6:00 p.m.	Regular meeting
Mon. June 16, 2025	6:00 p.m.	Regular meeting
Mon. July 21, 2025	6:00 p.m.	Regular meeting
Mon. Aug. 18, 2025	6:00 p.m.	Regular meeting
Mon. Sept. 15, 2025	6:00 p.m.	Regular meeting
Mon. Oct. 20, 2025	6:00 p.m.	Regular meeting
Mon. Nov. 17, 2025	6:00 p.m.	Regular meeting
Mon. Dec. 15, 2025	6:00 p.m.	Regular meeting

Discussion

A motion is in order to set the regular board meeting dates for the _____ **(Day)**
(1st, 2nd, 3rd, 4th)
of the month at _____
(time, a.m./p.m.)

K. Rescheduling of Board Meetings

If on the day of a Board Meeting school is canceled, released early, or evening activities are canceled due to a situation beyond our control, such as bad weather, the Board Meeting will be postponed and held at the same time and location the following evening.

Discussion

A motion is in order to approve postponing Board Meetings scheduled on days that school is canceled, released early, or when evening activities are canceled to the next day at the same place and same time.

L. Resolution Authorizing Use of Facsimile Signatures for 2025

The district is required to authorize the use of facsimile signatures for purposes of conducting financial affairs. The following resolution is recommended:

BE IT RESOLVED BY INDEPENDENT SCHOOL DISTRICT #912 as follows:

1. Pursuant to MS §47.41, the School Board of Independent School District #912 and the Chairperson, Clerk, and Treasurer thereof, who are authorized to sign checks, drafts, vouchers, or any others from public funds, hereby authorize the school district depository banks to honor any such instrument bearing facsimile signature of and to charge the same on the account on which drawn as fully as though the same bore the manually written signature of such officers.
2. Pursuant to MN §47.42, the School Board of Independent School District #912 approves the use of facsimile signatures and shall insure the depositors against the loss of any public funds withdrawn upon unauthorized use of such facsimile signature and the officers or other personnel shall not be personally liable for loss, if any, resulting from the use of any facsimile signature unless the loss occurs by reason of his/her own wrongful act.
3. The Clerk is hereby authorized and directed to furnish the school district depository with a copy of this resolution and the school district officers and said depositories are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures hereafter.

Discussion

Administration recommends adopting the Resolution Authorizing Use of Facsimile Signatures for 2025.

A motion is in order to adopt Resolution Authorizing Use of Facsimile Signatures for 2025.

M. Resolution Authorizing Administration to Develop Specifications to Solicit Bids for 2025

MN §123B.52 states that prior to accepting bids on items in excess of statute limits the board shall advertise in designated newspaper. The following is a resolution which would authorize administration to develop specifications and solicit bids for board review of those items approved by the board in the budget.

“The Board of Education for Independent School District #912 hereby authorizes the administration to develop specifications and solicit bids on items which need, by statute limit, to be bid. This authorization is limited to items having been approved in the budget process. The board retains authority to review all bids and accept or reject any or all bids based on that review.”

Discussion

Administration recommends adopting the Resolution Authorizing Administration to Develop Specifications to Solicit Bids for 2025.

A motion is in order to adopt Resolution Authorizing Administration to Develop Specifications to Solicit Bids for 2025.

N. Mileage Reimbursement Rate

Discussion

Administration recommends mileage be reimbursed based on the 2025 IRS standard business rate.

A motion is in order to approve mileage to be reimbursed based on the 2025 IRS standard business rate.

O. Review of Policies Relating to School Board

[Policy 206 - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations](#)

[Policy 209 - Code of Ethics](#)

V. ITEMS OF INFORMATION AND/OR DISCUSSION ONLY

VI. MOTION TO ADJOURN MEETING

MILACA SCHOOL DISTRICT MISSION STATEMENT

To educate, empower, and engage all students to become caring and responsible citizens who will succeed in an ever-changing world.

MILACA SCHOOL DISTRICT VISION STATEMENT

Instilling pride and achieving excellence.

MILACA SCHOOL DISTRICT BELIEF STATEMENT

We believe:

- 1. We believe in high-quality education and innovative opportunities for all students.*
- 2. We believe in a strong partnership between students, staff, parents, and the community.*
- 3. We believe students and staff deserve a safe, honest, positive, and supportive environment that is respectful, understanding, welcoming, and belonging.*
- 4. We believe in college and career readiness.*
- 5. We believe all students can learn, although, at different rates and in different ways.*
- 6. We believe in providing the technology learning spaces necessary for a 21st-century education.*
- 7. We believe students should continue to have multiple opportunities to be actively involved.*
- 8. We believe in supporting students in their social-emotional and psychological well-being.*
- 9. We believe in the responsibility to be fiscal stewards of district stakeholders.*